Concurrent Enrollment Workflow

Staff Workflow

Form Submitted

- **In Person**
- **By Email**
- **By Mail**
- **Send received** notification if submitted via email or mail

Verify Signatures

- **Required:**
  - **Student**
  - **Parent**
  - **Principal**
- **Recommended:**
  - **HS Counselor**

Review Form

- **Update RGPE**
- **PERC Clearances**
  - CREGS – Spring
  - CREGU – Summer
  - CREGF – Fall
  - Start and End Dates are required
- **Assessment Clearances**

Student Follow Up

- **Notify Student** if additional items are needed. (Transcripts, essay, etc.)

Cleared for Reg

- **Enter SREP Date**
- **Notify Student** that application is cleared and processed